

**SECRET**

Approved For Release 2002/05/06 : CIA-RDP78-04718A000300330058-1

Executive Registry  
1-4897  
1-1213  
1-1624  
1-2997

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[redacted]  
Assistant Deputy Director for Administration

16 January 1951

Chief, Administrative Services

Storage of Vital Documents

1. The Director of CIA on 6 July 1950, by a memorandum to the Assistant Director/OCD, approved the establishment of a vital documents storage center to be established at [redacted]

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2. By memorandum of 9 October 1950, from the Chief, Administrative Staff, you were advised that the cost of doing the required work at the above location amounted to \$32,500, including cost of engineering, overhead, and contingencies, which sum was transferred to Public Buildings Service for that purpose.

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3. Since that time the acquisition of the property in [redacted] has some effect upon the emergency plan for CIA. By memorandum of 11 December 1950, approved by the Deputy Director for Administration, the responsibility for the transfer of vital documents from OCD to the Administrative Services Division was to be effected by mutual agreement between the two activities. Upon investigation of the status of this project, it was found that the individual to be selected and to be placed in charge of the Vital Documents Center [redacted] had not yet been recruited and at this time, we have been unable to locate an individual who satisfactorily meets the requirements of the Contact Division and the qualifications required for the Vital Documents Storage Center.

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4. In the meantime, vital documents, as you know, are temporarily stored at [redacted], and are reasonably safe from destruction and adequate security protection has been provided. The work in [redacted] is nearly completed but the documents should not be moved until the librarian who has been placed in charge of the documents has reported for duty.

5. In view of this situation, it is recommended that the location of the Vital Documents Storage Center be moved to either one of the two properties located at [redacted] and that you approve action by the Chief, Administrative Services to transfer the Vital Documents Center to some other government agency through the Public Buildings Service. Therefore, the money expended by CIA will not be wasted since the facilities can probably be used by another government agency for the same purpose. In the meantime, action could be taken to construct a similar facility in [redacted] and the Resident Manager at [redacted] could also serve as librarian.

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6. It is recommended that you approve this action as it will mean the solution to a number of small problems and will greatly ease the overall situation in the event of an emergency.

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